

Chelsea Community Connection Coalition

Encompassing the towns of Chelsea

Fiscal Partner Request for Responses

Chelsea Community Connections Coalition is seeking applications for a Fiscal Partner to manage the coalition's Community Connections contracts with the Department of Children and Families.

Letters of Intent from interested organizations must be postmarked, emailed or faxed by February 19, 2016. Application instructions will be sent out by February 22, 2016 and applications will be due back by March 25, 2016

Funds for the Community Connections initiative are supported through a federal grant through the Promoting Safe and Stable Families Act of 1997.

The Fiscal Partner provides representation to, and act as an equal member of, the coalition as requested and is responsible for:

- Acting as the contract holder for the coalition, including: ensuring accurate accounting of funds provided through the contract and responding to any queries from DCF or other oversight agency regarding the contract;
- Respond to any queries from the governing body of the coalition regarding the contract;
- Act as employer of record for coalition staff, including provision of employment-related benefits if requested by the coalition to do so; while respecting that coalition staff is accountable to their governing body.
- Submit invoices with appropriate documentation to DCF for reimbursement of coalition expenses, consistent with the coalition's approved contract budget and within the prevailing standards for reimbursement of DCF Purchase of Service contracts, including timeframes;
- Provide fiscal oversight of subcontracts and/or, provide direct services that are part of the coalition's strategic plan, when requested to do so by the coalition,
- Manage funds, if requested in cases where the coalition has leveraged other resources or funding through grants or other sources,
- Sign a Memorandum of Understanding with the Coalition, reflecting the operationalization of the above provisions, that will be incorporated as part of the contract with the Department of Children and Families.

Instructions for Submission of Responses

Interested bidders are required to submit a Letter of Intent that states the organizations desire to enter into a fiscal partnership with said coalition. This includes, at minimum, the name, organizational affiliation, address, telephone and fax numbers, and email address of the designated contact for said bidder. Letters of Intent are not binding upon prospective bidders. However, a failure to submit a Letter of Intent may be the basis for disqualification of any proposal subsequently submitted by said bidder.

Postmark, email or fax letter of intents by February 19, 2016 & complete proposals by March 25, 2016. Letters not postmarked, emailed or faxed by this deadline will not be eligible for review. **Mail Proposals to:** Chelsea Community Connections, 113 Hawthorne Street, Chelsea MA. 02150 **Email to:** carac@chelseacc.org **fax to:** (617) 884-9799